

**NOTICE OF VACANCY
October 30, 2020**

POSITION: Craftsman
DEPARTMENT: Public Works – Highway Division
SALARY: W8 \$19.93-\$23.36 per hour
HOURS: Monday – Friday 7:00 AM – 3:00 PM

Basic Purpose:

Working under the supervision of a Division Superintendent or his/her designee, performs work as needed to maintain Department of Public Works buildings, equipment or infrastructure. Makes emergency and routine repairs to the City's buildings and City's infrastructure. Performs routine and preventative maintenance.

Requires frequent and independent judgment to identify a problem and to determine the appropriate remedial action.

Major Responsibilities:

Performs carpentry work at the journeyman level consisting of maintenance work, construction framing, finishing, including the installation of doors, windows, floor tile and all types of repairs. Builds special wooden equipment such as horses, stands, counters, partitions, shelters, fences, barricades, fixtures and other wooded articles which require closely fitted parts.

Performs necessary safety repairs as required. Repairs and installs all types of fencing, as well as sign, and parking meter poles.

Builds concrete forms, mixes motor and cement, pours concrete into forms, spreads, smooths and finishes concrete surfaces.

Reads plans, blueprints, sketches, diagrams of the Public Works' buildings and layouts in order to locate and repair existing problems within these buildings. Has knowledge to make adequate materials list and to estimate the time needed to accomplish repairs in cases of breaks or failures, determines cause and locates problem area. Must delegate authority when situation warrants it.

Has the ability to handle sub-contractors when necessary. Must be flexible enough to absorb changes in work assignments with minimal disruption of overall work accomplishment. Will seek assistance from superiors when necessary.

May occasionally supervise work crews as needed to accomplish assigned work.

Performs other work as required including response and participation in a variety of City emergencies.

Work requires frequent sustained effort in lifting, climbing, and stooping.

Performs other work as assigned.

Job Qualifications:

Completion of standard high school, GED or vocational school training. A minimum of four years' experience in the functions of a variety of carpentry and related work. This will include a combination of training and experience including knowledge of carpentry, painting, plastering, cement and knowledge of construction materials and procedures to indicate the aptitude and ability to perform the above duties efficiently. Must have the ability to take oral and written instructions from architects' plans or orders and ability to work with little supervision. Considerable knowledge of the hazards and safety precautions applicable to the trades and skills covered by this job description.

Ability to supervise work of assigned helpers while actively engaged in signed task or tasks. Ability to establish and maintain effective working relations with other employees and with the general public.

Must be licensed to operate a motor vehicle as provided under Chapter 90, Section 8 of the Massachusetts General Laws with a Commercial Driver's License as designated by the Registrar. An employee appointed to fill this position will be required to have the CDL no later than (6) months following appointment.

Able to work the assigned shifts and under varying weather conditions including unscheduled emergency work. Must be able to work such shifts as assigned.

Please visit our website:

www.framinghamma.gov/jobs

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